

2. **Ex. 5 - Deliberative Process**
3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. An updated schedule is attached.
5. **Ex. 5 - Deliberative Process** Documents are attached.
6. The agency's business case and targeted position spreadsheet approved by OPM are attached.
7. **Ex. 5 - Deliberative Process**

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/28/2017 6:02:02 PM
To: Grossman, Andrea L. EOP/OMB [Andrea_L_Grossman@omb.eop.gov]
CC: James Mulligan [James_S_Mulligan@omb.eop.gov]
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

We are here.

Sent from my iPhone

On Jun 27, 2017, at 9:20 AM, Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov> wrote:

Loretta,

Yes, 2 pm tomorrow will work. I'll work on reserving a conference room and will let you know when that is done and send you the link to have people cleared by building security.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, June 26, 2017 6:00 PM
To: Grossman, Andrea L. EOP/OMB <Andrea_L_Grossman@omb.eop.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy] Mulligan, James S. [Ex. 6 - Personal Privacy]
Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Would 2 pm, 6/28/17, work?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. EOP/OMB [mailto:Andrea_L_Grossman@omb.eop.gov]
Sent: Monday, June 26, 2017 5:31 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason
<Kuhns.Jason@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. EOP/OMB

Ex. 6 - Personal Privacy

Mulligan, James S.

Ex. 6 - Personal Privacy

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Thursday, June 22, 2017 6:52 PM

To: Hickey, Mike J.

Ex. 6 - Personal Privacy

Mahoney, Michael J

<Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E

<Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica

<Monica.Butler@opm.gov>; Grossman, Andrea L.

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason

<Kuhns.Jason@epa.gov>

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 22, 2017 6:48 PM

To: 'Hickey, Mike J.'

Ex. 6 - Personal Privacy

'Mahoney, Michael J'

<Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E

<Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica

<Monica.Butler@opm.gov>; 'Andrea L. Grossman@omb'

Ex. 6 - Personal Privacy

<Andrea.L.Grossman@omb'

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin

<Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason
<Kuhns.Jason@epa.gov>

Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information to remove one position. The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/13/2017 4:44:58 PM
To: Smith, Susan [Smith.Susan@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Susan,

Ex. 5 - Deliberative Process

Please discuss with your SSC benefits POC. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Smith, Susan
Sent: Thursday, July 13, 2017 10:41 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Haha – working on it but thanks for the reminder. ☺

Have a question -

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6524 (fax)

Follow OLEM on Twitter @EPALand

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 10:25 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

REMINDER!!!!!!

If you haven't done so already, the targeted employee notices must be sent out today. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 12, 2017 11:39 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: URGENT: Latest Information on VERA/VSIP Notifications,
Importance: High

HR Community,

1.

Ex. 5 - Deliberative Process
2.

Ex. 5 - Deliberative Process
3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. An updated schedule is attached.
5.

Ex. 5 - Deliberative Process

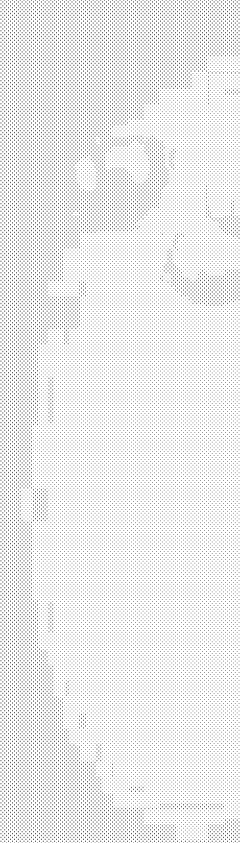
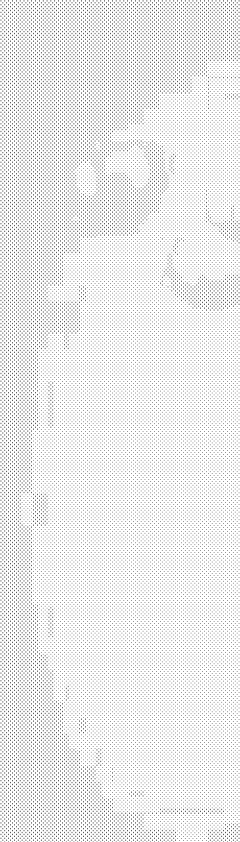
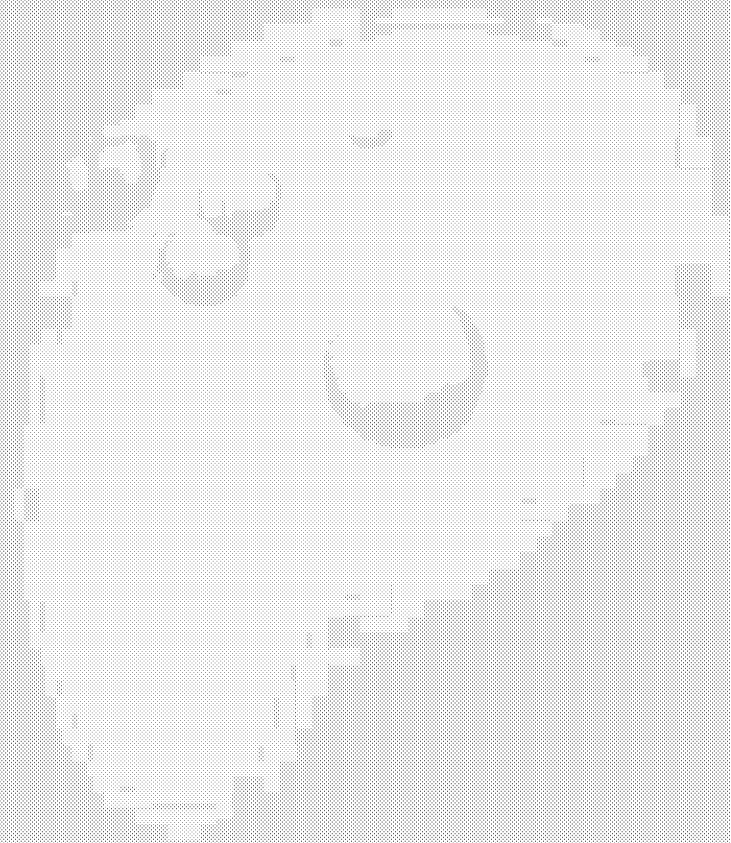
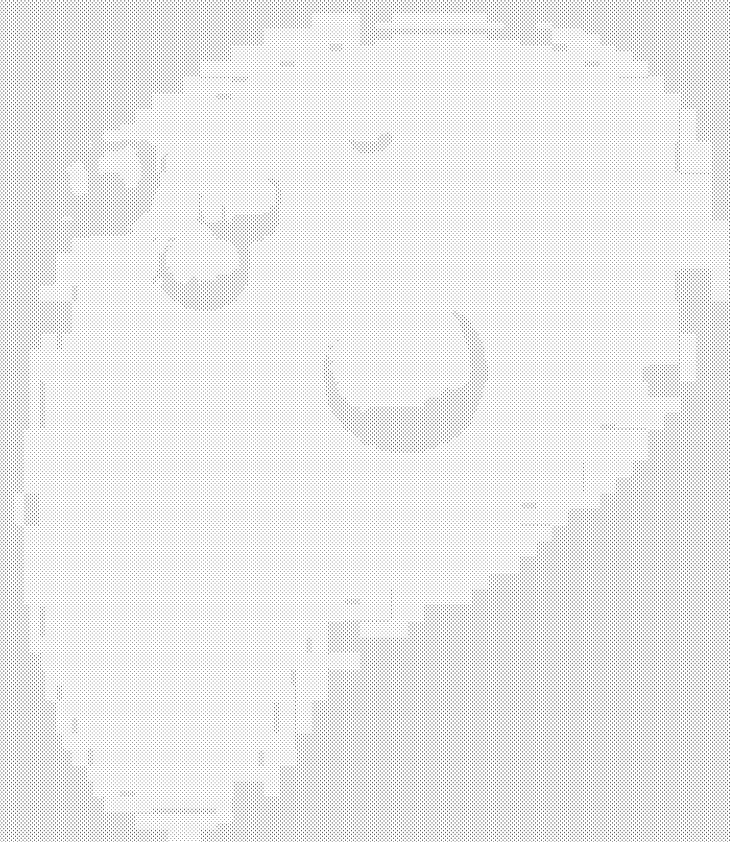
 Documents are attached.
6. The agency's business case and targeted position spreadsheet approved by OPM are attached.
7.

Ex. 5 - Deliberative Process

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/12/2017 4:02:02 PM
To: McNeal, Detha [McNeal.Detha@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Detha,

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: McNeal, Detha
Sent: Wednesday, July 12, 2017 11:51 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Ex. 5 - Deliberative Process

From: Hunt, Loretta
Sent: Wednesday, July 12, 2017 11:39 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: URGENT: Latest Information on VERA/VSIP Notifications,
Importance: High

HR Community,

1. **Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**
3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. An updated schedule is attached.
5. **Ex. 5 - Deliberative Process** Documents are attached.
6. The agency's business case and targeted position spreadsheet approved by OPM are attached.

7.

Ex. 5 - Deliberative Process

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Showman, John
Sent: Wed 8/2/2017 8:34:37 PM
Subject: FW: VERA VSIP Applications Received Separated by Region

From: Helm, Arron
Sent: Wednesday, August 02, 2017 8:38 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>
Subject: VERA VSIP Applications Received Separated by Region

Here is an updated report – does this format work? The difference in two in the total is due to 2 duplicates found – 1 for OW, 1 for R9.

.	,	New/Under Review	Eligible	Not Eligible	Withdrew	Wait List
AO						
OAR						
OARM						
OCFO						
OCSPP						
OECA						
OEI						
OGC						
OITA						
OLEM						
ORD						
OW						
Region 1						
Region 10						
Region 2						
Region 3						
Region 4						

Ex. 5 - Deliberative Process

Region

5

Region

6

Region

7

Region

8

Region

9

Total

Ex. 5 - Deliberative Process

Message

From: Braxton, Marilyn [Braxton.Marilyn@epa.gov]
Sent: 7/10/2017 4:44:27 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]
Subject: RE: V/V Communication Templates

Thanks!

Regards!

Marilyn A. Braxton
202-564-8192

Ex. 6 - Personal Privacy (mobile)

Website: [OEI's HR Corner](#)

From: Hunt, Loretta
Sent: Monday, July 10, 2017 12:39 PM
To: Braxton, Marilyn <Braxton.Marilyn@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: RE: V/V Communication Templates

Yes

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Braxton, Marilyn
Sent: Monday, July 10, 2017 12:37 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Communication Templates

Loretta & Debbie,

Can I cc myself and my Office Directors and Deputy Office Directors on the "targeted" message? They are not included in the targeted pool but I would want them to see at least Attachment A.

Regards!

Marilyn A. Braxton
202-564-8192

Ex. 6 - Personal Privacy (mobile)

Website: [OEI's HR Corner](#)

From: Hunt, Loretta
Sent: Thursday, July 6, 2017 7:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: V/V Communication Templates

Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Vaughan, Pat
Sent: Thur 7/13/2017 1:25:04 PM
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Great, thanks.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 9:17 AM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,
Importance: High

Hi, Pat.

I'm going to reach out to OPM and OMB to see if they will allow:

● Ex. 5 - Deliberative Process
Ex. 5 - Deliberative Process

Stay tuned.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vaughan, Pat

Sent: Thursday, July 13, 2017 8:35 AM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Loretta,

Ex. 5 - Deliberative Process

I've attached the email below where we submitted our revised business case on June 8, as well as the document itself.

From: Vaughan, Pat

Sent: Thursday, June 08, 2017 10:14 AM

To: Hart, Debbi <Hart.Debbi@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>;

Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen

<Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>;
Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>;
Kanet, Audrey <kanet.audrey@epa.gov>
Subject: Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

-
-
- **Ex. 5 - Deliberative Process**
-

Ex. 5 - Deliberative Process

Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta
Sent: Wednesday, July 12, 2017 7:04 PM
To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Pat, I apologize for the oversight.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vaughan, Pat
Sent: Wednesday, July 12, 2017 4:49 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta

Sent: Wednesday, July 12, 2017 11:39 AM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Subject: URGENT: Latest Information on VERA/VSIP Notifications,

Importance: High

HR Community,

1. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2. Ex. 5 - Deliberative Process

3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.

4. An updated schedule is attached.

5. **Ex. 5 - Deliberative Process**
Documents are attached.

6. The agency's business case and targeted position spreadsheet approved by OPM are attached.

7. **Ex. 5 - Deliberative Process**
Ex. 5 - Deliberative Process

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

To: Helm, Arron[Helm.Arron@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Hunt, Loretta
Sent: Wed 8/2/2017 7:41:47 PM
Subject: RE: V/V offers

Arron,

Ex. 5 - Deliberative Process

I asked Cathy to look at the corrected table, then I'm sending it to OPM for concurrence.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Helm, Arron
Sent: Wednesday, August 02, 2017 3:01 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V offers

You guys handling this?

The SSC will defer to you on dealing with this issue.

From: Taylor, Jeremy
Sent: Wednesday, August 02, 2017 2:57 PM
To: Helm, Arron <Helm.Arron@epa.gov>
Cc: Collins, BJ <Collins.BJ@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: FW: V/V offers

FYI

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Jeremy A. Taylor

OARM-RTP-HRMD

Director

919-541-0537

OARM-RTP

SERVE. SOLVE. COLLABORATE.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Kanet, Audrey

Sent: Wednesday, August 02, 2017 2:26 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Subject: RE: V/V offers

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

That's all the guidance I got!!

Ex. 5 - Deliberative Process

Can someone please consider this and get back to Pat and me?



Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

Phone: (513) 487-2098

From: Kanet, Audrey

Sent: Wednesday, August 02, 2017 1:15 PM

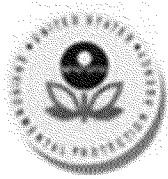
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>

Subject: RE: V/V offers

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process



Audrey Kanet

U.S. EPA | ORD | OARS | HRD

Management & Program Analyst

Phone: (513) 487-2098

From: Hunt, Loretta

Sent: Wednesday, August 02, 2017 1:08 PM

To: Davis, Cathy <Davis.Cathy@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>

Subject: V/V offers

Cathy,

V/V offers can only be made to positions that correspond to the master spreadsheet approved by

OPM and OMB.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/14/2017 5:00:11 PM
To: Cunningham, Bisa [cunningham.bisa@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: VERA/VSIP

I can meet today.

Also, did you review the DV write-ups I edited?

Thanks.

From: Cunningham, Bisa
Sent: Friday, July 14, 2017 12:56:11 PM
To: Hunt, Loretta; Hart, Debbi
Subject: VERA/VSIP

Are you in today? Cinci called me wanting to discuss a process for all of the SSCs to submit waivers for FEHB to OPM. Is this something you want to defer to the next meeting or can you participate in a conference call today?

Bisa Cunningham
Director, Diversity, Recruitment, & Employee Services Division
Environmental Protection Agency
Office of Administration and Resources Management
Office of Human Resources, WJC North (Room 1402 Y/Z)
Office: 202-564-6635
Mobile: Ex. 6 - Personal Privacy
Email: Cunningham.Bisa@epa.gov

Message

From: Smith, Veronica [Smith.Veronica@epa.gov]
Sent: 7/11/2017 7:01:28 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Thomas, Ollie [thomas.ollie@epa.gov]
Subject: OECA Senior Management Questions and Requests Regarding VERA/VSIP

Importance: High

Good Afternoon All,

I just left voice mail messages for both of you, as it is my understanding that Loretta is out. OECA's senior management requested that I contact you regarding several items as it relates to VERA/VSIP. They are as follows:

- Can you provide a copy of the approved business case?
- Were there any revisions made by OARM to OECA's package, prior to OPM and OMB submission?
- Does OARM plan to make any revisions to OECA's approved package?

Any insight you can provide is appreciated.

Regards,

Veronica Smith

U.S. Environmental Protection Agency
Office of Enforcement and Compliance Assurance | Office of Administration and Policy
1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460
smith.veronica@epa.gov | 202-564-2313 (T) | 202-501-0017 (F)

Message

From: Remmers, Janet [Remmers.Janet@epa.gov]
Sent: 7/3/2017 7:09:50 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Budget Tables update information-status

Still need:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Remmers, Janet
Sent: Monday, July 03, 2017 2:55 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Still need:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Remmers, Janet
Sent: Monday, July 03, 2017 2:42 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Still need:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO

Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Remmers, Janet
Sent: Monday, July 03, 2017 2:21 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Still need:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Remmers, Janet
Sent: Monday, July 03, 2017 2:17 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

Still need:

Ex. 5 - Deliberative Process

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 2:16 PM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: RE: V/V Budget Tables update information-status

So is it just OCFO and R9 now?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Remmers, Janet
Sent: Monday, July 03, 2017 9:31 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Budget Tables update information-status

I got R4 and R7, so now we are down to:

Still need: **Ex. 5 - Deliberative Process**

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Hart, Debbi
Sent: Monday, July 03, 2017 9:21 AM
To: Remmers, Janet <Remmers.Janet@epa.gov>
Subject: Re: V/V Budget Tables update information-status

Thanks Janet. I'll try to push on folks (to the extent that any of them are even connected today). Debbi

On Jul 3, 2017, at 7:04 AM, Remmers, Janet <Remmers.Janet@epa.gov> wrote:

Here is the status of the Budget Tables updates:

Still need: **Ex. 5 - Deliberative Process**

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870
: 301-593-7870

From: Remmers, Janet
Sent: Saturday, July 01, 2017 6:32 AM
To: 'Tim Fontaine' <Fontaine.Tim@epa.gov>; Standifer, Juanita <Standifer.Juanita@epa.gov>; Maher, Karen <Maher.Karen@epa.gov>; Soward, Ruth-Alene <Soward.Ruth-Alene@epa.gov>; McCluney, Lance <McCluney.Lance@epa.gov>; Janowiak, Susan <Janowiak.susan@epa.gov>; Eubanks, Kristy <Eubanks.Kristy@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Greenwald, Beth

<Greenwald.Beth@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Wong, Melissa
<wong.melissa@epa.gov>

Subject: FW: V/V Budget Tables update information-status

Status update on the V/V Budget Tables submissions: Still need:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I know in some offices this exercise is being done by the HRO or PMO. They would need help from the budget community.

We would greatly appreciate your help in getting these completed by Monday, July 3rd.

I am finding that folks are making this too complicated. It should be fairly simple. Here are some suggestions:

Ex. 5 - Deliberative Process

Please feel free to call me on 202-564-0548 if you have questions.

Janet Remmers, Ph.D.
RPROS
Office of Budget/OCFO
Mail code: 2732A
office: 202-564-0548
aws: 301-593-7870

From: Shanahan, Katherine

Sent: Friday, June 30, 2017 10:14 AM

To: Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmamus.catharine@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Marlinga, Richard <marlinga.richard@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <Remmers.Janet@epa.gov>; Baden, Beth <Baden.Beth@epa.gov>; Klinker, Wendy <Klinker.Wendy@epa.gov>; Ajabi, Laurel <Ajabi.Laurel@epa.gov>

Cc: McDonald, James <McDonald.James@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>

Subject: V/V Budget Tables update information

Good Morning Everyone

As Janet and Carol promised on yesterday's conference calls, please find attached the V/V Budget Tables update. In addition to the table template, Janet has included some Best Practices and clarified that the calculations should be based on the

Ex. 5 - Deliberative Process

If you were unable to make the call and are unclear as to your next steps, please feel free to call me at 617-918-1619 and I will explain what was discussed during the call. If you have specific finance questions, Janet Remmers at 202-564-0548, is taking the lead for OCFO on the budget portion of the V/V submission.

Please Note: I went through every message that indicated yesterday's meeting invite had been forwarded. I typed in the names individually and while some added to the Address list, most did not. It appears that their names already appeared on either the Budget Officer Mail list or the Comptroller Mail list. Thus, if you do not see their individual name above, rest assured they were not missed!

Thank you

Kathie Shanahan
Human Resource Officer
EPA New England Region 1
617-918-1619

Message

From: Badalamente, Mark [Badalamente.Mark@epa.gov]
Sent: 7/11/2017 5:44:03 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Revised VERA/VSIP Schedule!!!!!!!!!!

Terrific – thanks!

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 1:43 PM
To: Badalamente, Mark <Badalamente.Mark@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Revised VERA/VSIP Schedule!!!!!!!!!!

Mark—that is fine. Thanks. Debbi

From: Badalamente, Mark
Sent: Tuesday, July 11, 2017 1:16 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Revised VERA/VSIP Schedule!!!!!!!!!!

Loretta or Debbi –

Would there be any concerns if the letters were sent from my mail box as OECA's SRO? The letters themselves will still be from the Acting AA. It would make production much easier.

From: Hunt, Loretta
Sent: Monday, July 10, 2017 5:58 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Revised VERA/VSIP Schedule!!!!!!!!!!
Importance: High

HR Community,

The agency has received approval for VERA and VSIP. However, we have to shift the dates as follows:

Notify unions of approval	✓ 7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification and notice to employees in targeted positions	7/13/17
VERA/VSIP Application Window Open	7/13/17-7/26/17

As you can see, the V/V window will now open 7/13/17 and the notices (general and targeted) should be sent the morning of 7/13/17.

The updated schedule is attached. If you have any questions, please contact me or:

- Debbi Hart at hart.debbi@epa.gov or (202) 564-2011
- Marvin Schulman at schulman.marvin@epa.gov or (202) 564-7778

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Hart, Debbi[Hart.Debbi@epa.gov]
Cc: Bonner, Jerome[Bonner.Jerome@epa.gov]; Taylor, Jeremy[Taylor.Jeremy@epa.gov]; Jimenez, Elaine[Jimenez.Elaine@epa.gov]; Mairose, Sue[Mairose.Sue@epa.gov]; Davis, Cathy[Davis.Cathy@epa.gov]; Atkinson, Ryan[Atkinson.Ryan@epa.gov]; Cooper, Marian[Cooper.Marian@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Cunningham, Bisa[cunningham.bisa@epa.gov]; Peabody, Hitch[Peabody.Hitch@epa.gov]
From: Engebretson, Elizabeth
Sent: Mon 7/3/2017 7:09:41 PM
Subject: RE: VERA/VSIP Planning and Updates

Debbi,

Hi. In further thought for consideration, I have one more addition to consider. To “prepare” our Program/Region customers for post V/V quarterly OPM reporting requirements, recommend adding following as additional/last step:

“Region/Programs, with OHR guidance, prepare organization’s OPM post V/V quarterly report”

I believe this effort was coordinated/centralized by OHR to OPM in prior V/V, and each program/region provided their respective data to your office for the overall agency report to OPM.

Hope this is helpful.

Regards,

Liz

From: Hart, Debbi
Sent: Monday, July 03, 2017 11:00 AM
To: Engebretson, Elizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates

Thank you Liz! We added one more action—agreement with unions.

From: Engebretson, Lizabeth
Sent: Friday, June 30, 2017 7:48 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates

Debbi,

I had no further recommended changes. Thanks for the opportunity to review.

Regards,

Liz

From: Hart, Debbi
Sent: Thursday, June 29, 2017 12:04 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>; Hampton, Torrey <hampton.torrey@epa.gov>
Subject: RE: VERA/VSIP Planning and Updates
Importance: High

Here is the updated schedule for your review.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Appointment-----

From: Hunt, Loretta

Sent: Tuesday, June 06, 2017 5:20 PM

To: Hunt, Loretta; Bonner, Jerome; Engebretson, Lizabeth; Taylor, Jeremy; Cunningham, Bisa; Hart, Debbi; Corbett, Krysti; Coomber, Robert; Schulman, Marvin; McNeal, Detha; Peabody, Hitch

Cc: Mairose, Sue; Davis, Cathy; Jimenez, Elaine; Brown, Rohn; Atkinson, Ryan; Parker, Gary; Burt, Cynthia; Hampton, Torrey

Subject: VERA/VSIP Planning and Updates

When: Thursday, June 29, 2017 3:00 PM-4:00 PM (UTC-05:00) Eastern Time (US & Canada).

Where: Teleconference

Call-in: **Ex. 6 - Personal Privacy**

Conf. code: **Ex. 6 - Personal Privacy**

Message

From: Fowler, Joshua [Fowler.Joshua@epa.gov]
Sent: 7/10/2017 4:07:52 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Coomber, Robert [coomber.robert@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Corbett, Krysti [Corbett.Krysti@epa.gov]
Subject: RE: Re: V/V notices to targeted positions

Thank you! We will do so.

Josh Fowler
Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
(cell)

Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Monday, July 10, 2017 10:04 AM
To: Fowler, Joshua <Fowler.Joshua@epa.gov>
Cc: Coomber, Robert <coomber.robert@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: Re: V/V notices to targeted positions
Importance: High

Joshua,

We need to keep the employee notification method consistent across the AA-ships and regions. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 8/2/2017 7:35:29 PM
To: Davis, Cathy [Davis.Cathy@epa.gov]
CC: Vaughan, Pat [Vaughan.Pat@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Subject: FW: V/V offers
Attachments: EPA Targeted positions 8-2-17.xlsx

Importance: High

Cathy,

Just need another set of eyes. Please make sure this captures what we discussed. I'll send it over to OPM after I get your concurrence. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, August 02, 2017 1:08 PM
To: Davis, Cathy <Davis.Cathy@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Ryan Atkinson <Atkinson.Ryan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Vaughan, Pat <Vaughan.Pat@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Subject: V/V offers

Cathy,

V/V offers can only be made to positions that correspond to the master spreadsheet approved by OPM and OMB.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Vaughan, Pat
Sent: Thur 7/13/2017 12:35:28 PM
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,
ORD VERA-VSIP Business Case - 5.24.17.docx

Loretta,

Ex. 5 - Deliberative Process

I've attached the email below where we submitted our revised business case on June 8, as well as the document itself.

From: Vaughan, Pat
Sent: Thursday, June 08, 2017 10:14 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Kavlock, Robert <Kavlock.Robert@epa.gov>; Robbins, Chris <Robbins.Chris@epa.gov>; Radzikowski, Mary Ellen <Radzikowski.Maryellen@epa.gov>; Blackburn, Elizabeth <Blackburn.Elizabeth@epa.gov>; Steenbock, John <Steenbock.John@epa.gov>; Gonzalez, Daniel <Gonzalez.Daniel@epa.gov>; Kanet, Audrey <kanet.audrey@epa.gov>
Subject: Revised ORD VERA/VSIP Submission

Debbi,

ORD has updated its business case and associated charts with the following changes:

-
-
-
-

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions or if you need us to discuss the changes in more depth with anyone else.

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta

Sent: Wednesday, July 12, 2017 7:04 PM

To: Vaughan, Pat <Vaughan.Pat@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Pat, I apologize for the oversight.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vaughan, Pat

Sent: Wednesday, July 12, 2017 4:49 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Ex. 5 - Deliberative Process

Pat Vaughan

Director, Human Resources Division

ORD/Office of Administrative and Research Support

919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: Hunt, Loretta

Sent: Wednesday, July 12, 2017 11:39 AM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Subject: URGENT: Latest Information on VERA/VSIP Notifications,
Importance: High

HR Community,

1.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2.

Ex. 5 - Deliberative Process

3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.

4. An updated schedule is attached.

5.

Ex. 5 - Deliberative Process

Documents are attached.

6. The agency's business case and targeted position spreadsheet approved by OPM are attached.

7.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Barber, Anthony [Barber.Anthony@epa.gov]
Sent: 7/13/2017 12:33:19 AM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Thanks!

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit
Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

Ex. 6 - Personal Privacy (phone)
303-552-5599 (fax)
barber.anthony@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 12, 2017 4:08 PM
To: Barber, Anthony <Barber.Anthony@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Anthony,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Barber, Anthony
Sent: Wednesday, July 12, 2017 6:15 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

Loretta,

Ex. 5 - Deliberative Process

Anthony L. Barber, PE
Acting Human Capital Officer and Manager, HRF Unit
Director, Oregon Operations Office
US EPA Region 10
805 SW Broadway, Suite 500
Portland, OR 97205

Ex. 6 - Personal Privacy (phone)
503-326-3399 (fax)
barber.anthony@epa.gov

From: Hunt, Loretta

Sent: Wednesday, July 12, 2017 8:39 AM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>

Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Subject: URGENT: Latest Information on VERA/VSIP Notifications,

Importance: High

HR Community,

1. **Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**
3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. An updated schedule is attached.
5. **Ex. 5 - Deliberative Process** Documents are attached.
6. The agency's business case and targeted position spreadsheet approved by OPM are attached.
7. **Ex. 5 - Deliberative Process**

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Taylor, Jeremy [Taylor.Jeremy@epa.gov]
Sent: 7/31/2017 6:20:31 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Bonner, Jerome [Bonner.Jerome@epa.gov]; Atkinson, Ryan [Atkinson.Ryan@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: URGENT: V/V Business Cases

No one has mentioned to us anything about shifts other than what we have corresponded about with OEI. We have not gone and solicited though.

Jeremy A. Taylor
OARM-RTP-HRMD
Director
919-541-0537

OARM-RTP

SERVE. SOLVE. COLLABORATE.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Engebretson, Lizabeth
Sent: Monday, July 31, 2017 2:19 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: URGENT: V/V Business Cases

Loretta,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I hope that makes sense and is a workable way to ensure all those with V/V approved plans are touched base with appropriately.

If you need me to directly engage customers, would you please let me know who (I presume acting/RHROs/PMOs are the POCs... and provide the language for the specific question(s) to be asked (so we are all asking the same question?)

Regards,
Liz

From: Hunt, Loretta

Sent: Monday, July 31, 2017 9:59 AM

To: Bonner, Jerome <Bonner.Jerome@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Subject: URGENT: V/V Business Cases

Importance: High

SSC Directors,

Does anyone else have a program or region that wants to shift allocations as long as they do not exceed their max cap? I sent an updated request to OPM on Friday for one region only for another office to ask for the flexibility today.

Thanks.

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

Message

From: Manna, Richard [Manna.Richard@epa.gov]
Sent: 7/31/2017 3:37:02 PM
To: Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V

Thanks John.

From: Showman, John
Sent: Monday, July 31, 2017 11:34 AM
To: Manna, Richard <Manna.Richard@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V

Scheduled was pushed back when

Ex. 5 - Deliberative Process

From: Manna, Richard
Sent: Monday, July 31, 2017 10:20 AM
To: Showman, John <Showman.John@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V

Good Morning!

Question – Walter mentioned to me last week that the V/V selection/non-selection letters are scheduled to go out on August 9th. The last I saw from Donna was that these letters were scheduled to go out tomorrow. Can you please clarify.

Thanks

Rich

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 5/31/2017 10:10:34 PM
To: Coleman, Sam [Coleman.Sam@epa.gov]
CC: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]; DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; ARA [ARA@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: RE: V/V Follow up

Hi Sam,

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Coleman, Sam
Sent: Wednesday, May 31, 2017 12:29 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: Re: V/V Follow up

Ex. 5 - Deliberative Process

Samuel Coleman, P. E.,
Deputy Regional Administrator

214.665.2100 Ofc
214.665.3110 Desk

Ex. 6 - Personal Privacy Cell

Coleman.sam@epa.gov

Sent from my iPhone

On May 31, 2017, at 10:24 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,
Donna

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 5/9/2017 5:58:03 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Potential V/V Themes

No been running

From: Hart, Debbi
Sent: Tuesday, May 09, 2017 1:55 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: Potential V/V Themes

Did you answer? I think the answer is it's only for R9 but thought I better check?

From: Heard, Anne
Sent: Tuesday, May 09, 2017 9:48 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Potential V/V Themes

Donna,

On the chart below does R9 represent a compilation of all regions? Thank you for sharing. VAH

From: Vizian, Donna
Sent: Monday, May 8, 2017 6:27 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Potential V/V Themes

Hi Everyone – hot off the press, attached are the proposals send in by each office. Also, below is a summary.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/13/2017 5:30:24 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: URGENT: Latest Information on VERA/VSIP Notifications,

Thanks Vicki!

Sent from my iPhone

On Jul 13, 2017, at 1:27 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Loretta – R9 distributed our notices at 9:25 am today. Regards, Vicki 415-972-3827

From: Hunt, Loretta
Sent: Thursday, July 13, 2017 7:25 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: RE: URGENT: Latest Information on VERA/VSIP Notifications,

REMINDER!!!!!!

If you haven't done so already, the targeted employee notices must be sent out today. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 12, 2017 11:39 AM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>
Subject: URGENT: Latest Information on VERA/VSIP Notifications,
Importance: High

HR Community,

1. <!--[if !supportLists]--><!--[endif]-->

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2. <!--[if !supportLists]--><!--[endif]--> **Ex. 5 - Deliberative Process**
 Ex. 5 - Deliberative Process
3. <!--[if !supportLists]--><!--[endif]-->The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. <!--[if !supportLists]--><!--[endif]-->An updated schedule is attached.
5. <!--[if !supportLists]--><!--[endif]--> **Ex. 5 - Deliberative Process**
 Ex. 5 - Deliberative Process Documents are attached.
6. <!--[if !supportLists]--><!--[endif]-->The agency's business case and targeted position spreadsheet approved by OPM are attached.
7. <!--[if !supportLists]--><!--[endif]--> **Ex. 5 - Deliberative Process**
 Ex. 5 - Deliberative Process

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Appointment

From: Hart, Debbi [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=62afb40f2bf1484d933f2ce207eb20e7-Hart, Debra]
Sent: 6/29/2017 5:44:33 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Subject: Accepted: VERA/VSIP Package Questions from OMB (Close Hold)
Location: Call-In 866-299-3188 Conference Code 617-299-4309
Start: 6/29/2017 6:30:00 PM
End: 6/29/2017 7:30:00 PM
Show Time As: Busy

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/14/2017 5:41:23 PM
To: Jablonski, Janice [jablonski.janice@epa.gov]
Subject: RE: A new VERA-VSIP application has been submitted from OARM.

LOL-- I know and thank you! I did a serious happy dance yesterday when she told me. THANKS!

-----Original Message-----

From: Jablonski, Janice
Sent: Friday, July 14, 2017 12:58 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: A new VERA-VSIP application has been submitted from OARM.

-----Original Message-----

From: 2017_VERA-VSIP@epa.gov [mailto:2017_VERA-VSIP@epa.gov]
Sent: Thursday, July 13, 2017 5:27 PM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Subject: A new VERA-VSIP application has been submitted from OARM.

A new VERA-VSIP application has been submitted from OARM.

Applicant Name: Ex. 6 - Personal Privacy
Office: OARM - OHR
Duty Station: Washington, DC
Separation Type: (1) Optional Voluntary Retirement with VSIP

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 7:58:28 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Revised - R9 Business Case with Updated Budget Tables
Attachments: R9 V-V Business Case Rev 7-3-17.docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Lane, Vicki
Sent: Monday, July 03, 2017 4:41 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Revised - R9 Business Case with Updated Budget Tables

Hi Deborah and Loretta,

Attached is a complete R9 Business Case which has been updated to include the updated Budget Tables.
Regards, Vicki
415-972-3827

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/30/2017 3:13:31 PM
To: Parker, Gary [parker.gary@epa.gov]
Subject: RE: VERA VSIP FAQs

Thank you!

-----Original Message-----

From: Parker, Gary
Sent: Friday, June 30, 2017 10:16 AM
To: Haworth, Jerry <Haworth.Jerry@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: VERA VSIP FAQs

Sue/Jerry,

Thank you. I have rewritten below. Please review and let me know if this is good language to insert into the FAQ document.

12. **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

13. **Ex. 5 - Deliberative Process**

Ex. 5 - Deliberative Process

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M)

Ex. 6 - Personal Privacy

-----Original Message-----

From: Haworth, Jerry
Sent: Friday, June 30, 2017 9:25 AM
To: Parker, Gary <parker.gary@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: RE: VERA VSIP FAQs

Good morning Mr. Parker,

According to our payroll liaison at IBC, the VSIP payment is made two full pay periods after separation and is not included in the separating employee's final salary payment.

Please feel free to contact me if I can be of further service.

Thank you,

Jerry L. Haworth

Human Resources Benefits Specialist

U.S. Environmental Protection Agency
OARM Cincinnati-HRSSC
26 W Martin Luther King Dr.
Cincinnati, OH 45268

Phone: (513) 569-7592
Fax: (513) 487-2567
Benefits Hotline: (513) 569-7699

-----Original Message-----

From: Parker, Gary
Sent: Thursday, June 29, 2017 6:12 PM
To: Mairose, Sue <Mairose.Sue@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Haworth, Jerry <Haworth.Jerry@epa.gov>; Thomas, Cheryl <Thomas.Cheryl@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>
Subject: Re: VERA VSIP FAQs

Understood and thank you.

Sent from my iPhone

> On Jun 29, 2017, at 5:59 PM, Mairose, Sue <Mairose.Sue@epa.gov> wrote:

>
> Hi Gary,
>
> I am having my HR Specialist, Jerry Haworth check with our payroll office IBC tomorrow regarding the last sentence of #12 regarding when the VSIP payment will be received. Jerry will reach out to you when he receives the correct information (hopefully on Friday) so that the statement can be tweaked if necessary.

>
> Thank you Gary. Have a good weekend!

>
> Sue
>
> Sue Mairose
> Branch Chief, Employee Benefits
> Environmental Protection Agency
> Cincinnati HR Shared Service Center
> 26 W. Martin Luther King Dr.
> Benefits Branch MS N-136
> Cincinnati, OH 45268
> 513-569-7951
> (Fax) 513-487-2567

>
> Benefits Common Line (513) 569-7699
>
> Benefits email box: CIN_HRSSC_Benefits_Central@epa.gov

> -----Original Message-----

> From: Parker, Gary
> Sent: Thursday, June 29, 2017 4:34 PM
> To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Engebretson, Lizbeth <Engebretson.Lizbeth@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Corbett, Kristi <Corbett.Krysti@epa.gov>; Comber, Robert <comber.robert@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Brown, Rohm <brown.rohm@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Burt, Cynthia <Burt.Cynthia@epa.gov>
> Subject: VERA VSIP FAQs

>
> All,

>
> I have been working with Sue Mairose (Thank you Sue!) on the FAQs and want to be sure you all had a look at them. Please review and provide any recommendations to me soonest, so we can keep our Early Out/Buy Out site up to date. <http://intranet.epa.gov/policy/buyouts/index.htm>

>
>
> R,
> Gary

>
> <VERA- VSIP FAQ's 5-31-17.docx>

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 1:31:41 PM
To: Dean, StevenB [Dean.StevenB@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: URGENT - Response Needed by Noon Monday, July 10, 2017

Thanks!

From: Dean, StevenB
Sent: Friday, July 07, 2017 9:28 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: URGENT - Response Needed by Noon Monday, July 10, 2017

None on extended leave in TB.

Steven B. Dean
Chief, Training Branch
USEPA Headquarters
William Jefferson Clinton East Building
1201 Constitution Ave., N.W.
Rm 1136A
Mail Code: 3601M
Washington, DC 20460
(O) (202) 564-6619
(M) **Ex. 6 - Personal Privacy**
dean.stevenb@epa.gov
Click to contact me via Lync
Follow Me on Microsoft Delve

On Jul 7, 2017, at 8:58 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

I don't believe we have any in PPTD. Please confirm.

From: Hembrey, Cheri
Sent: Friday, July 07, 2017 8:45 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Cunningham, Bisa <cunningham.bisa@epa.gov>; Brown, Rohn <brown.rohn@epa.gov>; Moore, Bobby <Moore.Bobby@epa.gov>; Shepherd, Jackie <Shepherd.Jackie@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Cc: Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: URGENT - Response Needed by Noon Monday, July 10, 2017
Importance: High

Hello, I need a list of employees on extended leave today. Please respond asap. Thanks,

Cheri' M. Hembrey, Director
EPA OHR/PMS

202/564-6223

Ex. 6 - Personal Privacy (mobile)

hembrey.cheri@epa.gov

Please excuse the large type, as it is for my benefit. Thank you.

From: Jablonski, Janice

Sent: Friday, July 07, 2017 7:18 AM

To: Collard, Erin <Collard.Erin@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Hembrey, Cheri <Hembrey.Cheri@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Burnett-Bakr, Robbin <Burnett-Bakr.Robbin@epa.gov>; Fletcher, Linda <Fletcher.Linda@epa.gov>; Hublar, Jennifer <Hublar.Jennifer@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>

Subject: URGENT - Response Needed by Noon Monday, July 10, 2017

All: in preparation for the upcoming notice regarding VERA/VSIP offerings, I need a list of employees who are currently on extended leave. Please send names and current addresses. I will need your response no later than noon on Monday, July 10. Thanks and let me know if you have any questions.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Appointment

From: Hart, Debbi [/o=ExchangeLabs/ou=Exchange Administrative Group
(FYDIBOHF23SPDLT)/cn=Recipients/cn=62afb40f2bf1484d933f2ce207eb20e7-Hart, Debra]
Sent: 7/5/2017 6:28:54 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Accepted: VERA/VSIP Planning and Updates
Location: Teleconference
Start: 7/6/2017 6:30:00 PM
End: 7/6/2017 7:00:00 PM
Show Time As: Busy

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/5/2017 6:28:04 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: Updated V/V schedule
Attachments: SSC Schedule V-V June28 2017 .docx

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/20/2017 12:43:54 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V

Ok- THANK YOU!

Let me know how you want to handle comms with HR community

Sent from my iPhone

> On Jun 19, 2017, at 8:56 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

>

> We received the ok on the communication material. I will send it first thing tomorrow to the first assistants. I need to see when internal comms will send out.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/14/2017 4:08:31 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Conversation with Bell, Matthew

Hitchens, Lynnann 11:12 AM:
are you on this vera/vsip call?

Bell, Matthew 11:12 AM:
Yeah.

Hitchens, Lynnann 11:12 AM:
do you need to be? can you tell them you have to meet with me? sorry, I got sidetracked.....

Bell, Matthew 11:13 AM:
Let me disconnect from your screen until we meet again...so I'm not watching you :)

Hitchens, Lynnann 11:13 AM:
ha ha -- that's funny.

Hitchens, Lynnann 11:13 AM:
Marian is in there. can she fill you in?

Bell, Matthew 11:14 AM:
Let me see what direction this is going. It was set up today for the workforce reduction

Hitchens, Lynnann 11:15 AM:
OK -- I'm free until 2 -- the remainder of the afternoon, pretty much.

Hitchens, Lynnann 11:15 AM:
did I disconnect my screen?

Bell, Matthew 11:17 AM:
okay. I disconnected

Bell, Matthew 12:04 PM:
You available now?

Bell, Matthew 12:04 PM:
That call was twice as long as expected and scheduled.

Message

From: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Sent: 6/14/2017 3:29:15 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Conversation with Bell, Matthew

Hitchens, Lynnann 11:12 AM:
are you on this vera/vsip call?

Bell, Matthew 11:12 AM:
Yeah.

Hitchens, Lynnann 11:12 AM:
do you need to be? can you tell them you have to meet with me? sorry, I got sidetracked.....

Bell, Matthew 11:13 AM:
Let me disconnect from your screen until we meet again...so I'm not watching you :)

Hitchens, Lynnann 11:13 AM:
ha ha -- that's funny.

Hitchens, Lynnann 11:13 AM:
Marian is in there. can she fill you in?

Bell, Matthew 11:14 AM:
Let me see what direction this is going. It was set up today for the workforce reduction

Hitchens, Lynnann 11:15 AM:
OK -- I'm free until 2 -- the remainder of the afternoon, pretty much.

Hitchens, Lynnann 11:15 AM:
did I disconnect my screen?

Bell, Matthew 11:17 AM:
okay. I disconnected

Message

Sent: 7/18/2017 12:30:13 PM
To: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
CC: Hardy, Michael [Hardy.Michael@epa.gov]
Subject: FW: ARA-OARM Agenda Topics Thus Far

Andrea – See Maryann’s note.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: **Ex. 6 - Personal Privacy**

From: Petrole, Maryann
Sent: Tuesday, July 18, 2017 6:29 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Blankenship, Steven <Blankenship.Steven@epa.gov>; Hardy, Michael <Hardy.Michael@epa.gov>; Gibson, Dave <Gibson.Dave@epa.gov>
Subject: Re: ARA-OARM Agenda Topics Thus Far

I asked that we move his to next month as we too are sorting out a path forward
I'm checking with SSD Dave Gibson if this is a listening session but as of now we have no definite strategy.
Our mgmt retreat is aug 2
Where we will discuss priorities

Sent from my iPhone

On Jul 17, 2017, at 4:42 PM, Hitchens, Lynnann <hitchens.lynnann@epa.gov> wrote:

Hi – I just wanted to let you know that Region 9 wants to put EMS is on the agenda for the ARA/OARM meeting tomorrow at 11:30 am. I think the ARAs want to determine what part of the program is “must do” because of staff shortage, etc.

Will someone be there tomorrow? Or do we need to have the discussion at another time?

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: **Ex. 6 - Personal Privacy**

From: Westenberger, Andrea
Sent: Monday, July 17, 2017 1:37 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: RE: ARA-OARM Agenda Topics Thus Far

Hi – I just met with Nancy, and she’d like to add a couple more items:

1. Biweekly Pay Cap IG Audit
2. Establishing Official Duty Stations Away from the Position of Record at Other U.S. Environmental Protection Agency Locations
 - a. Regions sent comments to OARM (Ken & Loretta)
3. IGMS/NGGMS Update
4. VERA/VSIP
5. Performance Improvement Plan (sent by Donna on 7/12)
6. EMS (discussion of scaling back reporting to only what is required)
7. EAP Update

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)
westenberger.andrea@epa.gov

From: Westenberger, Andrea
Sent: Monday, July 17, 2017 6:24 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Fwd: ARA-OARM Agenda Topics Thus Far

Just got an out of office reply from Michael - can you send me the info?

Thanks,
Andrea

Andrea Westenberger
Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)
westenberger.andrea@epa.gov

Sent from my iPhone

Begin forwarded message:

From: "Westenberger, Andrea" <Westenberger.Andrea@epa.gov>
Date: July 17, 2017 at 6:23:34 AM PDT
To: "Hardy, Michael" <Hardy.Michael@epa.gov>
Cc: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Subject: Re: ARA-OARM Agenda Topics Thus Far

Hi Michael,

Marian said that we should hold move the EMS topic tot the August call. Let me know what speakers/materials you have for the topics below. I didn't receive any additional topics from the ARAs.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

Sent from my iPhone

On Jul 14, 2017, at 5:39 AM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Good morning Andrea,

So far, I have the following proposed agenda topics:

1. IGMS/NGGMS Update
2. VERA/VSIP
3. Performance Improvement Plan (sent by Donna on 7/12)
4. EMS (discussion of scaling back reporting to only what is required)
5. EAP Update

Michael Hardy

Acting Deputy Director, Office of Resources, Operations and Management

Office of Administration and Resources Management

US EPA

1200 Pennsylvania Avenue, NW

Washington, D.C. 20460

202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

Message

From: Hitchens, Lynnann [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=76CC2F6436CF45B89D2A09AB6F9FDFB5-HITCHENS, LYNNANN]
Sent: 6/6/2017 6:33:07 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: FW: VERA VSIP Response

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Hunt, Loretta
Sent: Tuesday, June 06, 2017 1:07 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA VSIP Response

The PD number is for internal tracking purposes, we don't need it in the business case. Just describe the functions of the position (along with other required information).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hitchens, Lynnann
Sent: Tuesday, June 06, 2017 12:39 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: VERA VSIP Response

FYI – we are adding this, since Jerome talked to Loretta, and it's OK?

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: Ex. 6 - Personal Privacy

From: Scola, Jennifer
Sent: Thursday, June 01, 2017 3:29 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Carter, Rick <Carter.Rick@epa.gov>
Subject: VERA VSIP Response

Hi Lauren,

I am responding on behalf of Rick Carter. Could we add the following to the business case to distinguish which 343-13 is targeted?

Ex. 5 - Deliberative Process

Let me know if you have questions.

Jennifer C. Scola, Chief of Staff
Office of Administration and Resources Management - Cincinnati
(w) 513-569-7963

(c) **Ex. 6 - Personal Privacy**

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 2/28/2017 7:34:00 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Costs and assumptions

Importance: High

Arron let me know his rough costs Ex. 5 - Deliberative Process What do you think – am I missing anything?

For VERA/VSIP effort:

	Total
1.	<div style="border: 1px dashed black; padding: 10px; display: inline-block;">Ex. 5 - Deliberative Process</div>
2.	

*assumes salary for an average grade EPA employee (GS-13 step 6); 240 hours as maximum annual leave payout

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 6/30/2017 4:51:45 PM
To: Sanders, Amy [Sanders.Amy@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]; McDonald, James [McDonald.James@epa.gov]; Brincks, Mike [brincks.mike@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Buhl, Rick [Buhl.Rick@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]
CC: Bonner, Jerome [Bonner.Jerome@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Mick, David [Mick.David@epa.gov]; Young, Debbie [young.debbie@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]
Subject: POC's for VERA/VSIP
Attachments: CUSTOMER POC'S.docx

Dear Colleagues,

As personnel within your respective AAs/Regions apply for V/V, you will receive an email notice that the employee has submitted an application.

Thanks
JB

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Burt, Cynthia
Sent: Friday, June 30, 2017 12:19 PM
To: Lankford, Tracy <Lankford.Tracy@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>
Cc: Engebretson, Elizabeth <Engebretson.Elizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>
Subject: POC's for VERA/VSIP

Hi, you will find attached the list of point of contacts for each Region/AA-ship who would like to be notified whenever an application is submitted. If you have any questions, don't hesitate to contact me.

Cynthia Burt
Senior Human Resource Retirement/Benefits Specialist
919-541-0309 - Phone
919-541-2186 - Fax

US EPA/HRMD
109 T.W. Alexander Drive
MC: C639-02
RTP, NC 27711

UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703

If you have Health Benefits, Life Insurance, TSP or new employee processing inquiries:

Please send an email to ESB-SSC-RTP@epa.gov or contact me directly.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

**POC's for VERA/VSIP
RTP/SSC**

Region #1 (Boston) – Katherine Shanahan and Susan Howlett

Region #2 (New York) – Richard Manna, Donald Pace, Barbara Pastalove and Robert Rubel,

Region #3 (Philadelphia) – Catharine Mc Manus, Eileen Burrows, Diana Esher and John Krakowiak

Region #4 (Atlanta) – Barbara Schwartz, Delphine Williams and Vickie Tellis

OEI – Marilyn Braxton, James Feeley and Renee Gutshall

ORD – Pat Vaughan

OCSPP – Kate Graf, Pam Carter, and Oscar Morales

OCFO – Ruth Alene Soward and John Wright

AO – Tawanna Lesperance and Reggie Allen

Cincinnati SSC - Jerome Bonner, Debbie Young, Dave Mick, Sue Mairose, and Cheryl Thomas.

OECA – Mark Badalamente and Laura Milton

OLEM – Nigel Simon, Susan Smith, and Dawn Datcher

OARM – John Showman, Janice Jablonski, and Lynnann Hitchens

Region 5 – Sara Breneman and Amy Sanders

Region 6 – Troy Hill and James McDonald

Region 7 – Patricia Price and Mike Brincks

Region 8 – Joshua Fowler and Rick Buhl

Region 10 – Anthony Barber and Shawn Drummond

VEGAS SSC – Liz Engebretson, Elaine Jimenez, Crystal Ponich.

OITA - Dennis Cunningham and Katrina Cherry

Region 9 - Vicki Lane, Andrea Lee, Heidi Acquisti

OW – Alfredo Torrez and Robert Stevens

OAR – Scott Monroe and Julie Kutzke

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 4/17/2017 11:28:37 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: Ex. 5 - Deliberative Process vera_guide.pdf; Ex. 5 - Deliberative Process vsip_guide.pdf;

Ex. 5 - Deliberative Process

Importance: High

I'm sure there will be questions/discussion on this at the ARA-OARM call, will anyone from OARM be available to answer questions?

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-101
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)
westenberger.andrea@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 2:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case **Ex. 5 - Deliberative Process**
2. **Ex. 5 - Deliberative Process**
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

- 1.
- 2.
3. **Ex. 5 - Deliberative Process**
- 4.
- 5.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Scola, Jennifer [Scola.Jennifer@epa.gov]
Sent: 6/1/2017 7:29:02 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Carter, Rick [Carter.Rick@epa.gov]
Subject: VERA VSIP Response

Hi Lauren,

I am responding on behalf of Rick Carter. Could we add the following to the business case to distinguish which 343-13 is targeted?

Ex. 5 - Deliberative Process

Let me know if you have questions.

Jennifer C. Scola, Chief of Staff
Office of Administration and Resources Management - Cincinnati
(w) 513-569-7963
(c) **Ex. 6 - Personal Privacy**

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 2/28/2017 3:45:01 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Subject: RE: FY 2018 Passback Appeal (OARM)

I heard back from Maria. ORD did not get the language on Vegas. I'm making calls to my contacts but adding this just in case I can't connect with someone before 11am. This also incorporates Vaughn's edit.

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862
c: **Ex. 6 - Personal Privacy**
[OARM Budget SharePoint Site](#)

From: Coogan, Daniel
Sent: Tuesday, February 28, 2017 10:05 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: FY 2018 Passback Appeal (OARM)

Here's the draft. Please edit away . . . I can swing by if you prefer editing verbally.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 4/17/2017 9:26:07 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Showman, John [Showman.John@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: **Ex. 5 - Deliberative Process** vera_guide.pdf; **Ex. 5 - Deliberative Process** vsip_guide.pdf;

Ex. 5 - Deliberative Process

Importance: High

Wanted you to know that I shared this with the ARAs. Let's talk about what you should communicate to them tomorrow. We also need a lead for our package. Should that be Dan? Jan? you?

From: Vizian, Donna
Sent: Monday, April 17, 2017 5:01 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Brincks, Mike <brincks.mike@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Carter, Rick <Carter.Rick@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>; Graves, Kimberly <graves.kimberly@epa.gov>; Harmon, Russell <Harmon.Russell@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Kenyon, Michael <Kenyon.Michael@epa.gov>; Lapierre, Kenneth <lapierre.kenneth@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>; Manna, Richard <Manna.Richard@epa.gov>; McDonald, James <McDonald.James@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Sanders, Amy <Sanders.Amy@epa.gov>; Tellis, Vickie <Tellis.Vickie@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

2.
3.

Ex. 5 - Deliberative Process

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1.
2.

3.
4.
5.

Ex. 5 - Deliberative Process

6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Appointment

From: Wiskerchen, Nicholas [Wiskerchen.Nicholas@epa.gov]
Sent: 7/17/2017 3:50:03 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: VERA/VSIP Impact Discussion
Location: Lynnann Office
Start: 7/17/2017 7:30:00 PM
End: 7/17/2017 8:00:00 PM
Show Time As: Tentative

Lynnann,

If you have time, it'd like to meet this afternoon to discuss the recent VERA/VSIP candidate pool announcement, and how it might affect our offices and OROM.

Thanks,

Nick

Message

From: Coogan, Daniel [Coogan.Daniel@epa.gov]
Sent: 2/28/2017 3:26:54 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Noga, Vaughn [Noga.Vaughn@EPA.GOV]
Subject: RE: FY 2018 Passback Appeal (OARM)

One addition (highlighted) . . .

Dan
Director, Resources, Analysis and Planning Division
Office of Resources, Operations and Management, OARM
o: 202-564-1862

c: **Ex. 6 - Personal Privacy**
[OARM Budget SharePoint Site](#)

From: Coogan, Daniel
Sent: Tuesday, February 28, 2017 10:05 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>
Subject: FY 2018 Passback Appeal (OARM)

Here's the draft. Please edit away . . . I can swing by if you prefer editing verbally.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 7/12/2017 2:33:02 PM
To: Showman, John [Showman.John@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Notice to All Employees - Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

John: this is the general notice for all employees. It should be sent to OARM-All. Text follows.

SUBJECT: Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment Opportunities

This is a follow-up to Acting Deputy Administrator Mike Flynn's messages last month to all agency employees regarding Voluntary Early Retirement Authority and Voluntary Separation Incentive Payment opportunities. I am pleased to let you know that the U.S. Office of Personnel Management and the U.S. Office of Management and Budget have approved our request to offer VERA/VSIP opportunities to a limited number of EPA employees.

An employee whose position is in the VERA/VSIP pool will be receiving a separate letter from me. The letter will provide specifics on the application process; please be aware the application period opens on July 13, 2017 and closes at 11:59 p.m. Eastern standard time on July 26, 2017. Employees must depart the agency by September 2, 2017.

The decision to take advantage of a VERA or VSIP is entirely voluntary. This is a very personal decision and no one is required to accept an offer. Employees are urged to carefully consider the information provided and their personal situation prior to deciding. Please contact your Office Director with any questions you may have about our VERA/VSIP.

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 7/17/2017 1:24:24 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Fwd: ARA-OARM Agenda Topics Thus Far

Just got an out of office reply from Michael - can you send me the info?

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

Sent from my iPhone

Begin forwarded message:

From: "Westenberger, Andrea" <Westenberger.Andrea@epa.gov>
Date: July 17, 2017 at 6:23:34 AM PDT
To: "Hardy, Michael" <Hardy.Michael@epa.gov>
Cc: "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Subject: Re: ARA-OARM Agenda Topics Thus Far

Hi Michael,

Marian said that we should hold move the EMS topic tot the August call. Let me know what speakers/materials you have for the topics below. I didn't receive any additional topics from the ARAs.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

westenberger.andrea@epa.gov

Sent from my iPhone

On Jul 14, 2017, at 5:39 AM, Hardy, Michael <Hardy.Michael@epa.gov> wrote:

Good morning Andrea,

So far, I have the following proposed agenda topics:

1. IGMS/NGGMS Update
2. VERA/VSIP
3. Performance Improvement Plan (sent by Donna on 7/12)
4. EMS (discussion of scaling back reporting to only what is required)
5. EAP Update

Michael Hardy
Acting Deputy Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
US EPA
1200 Pennsylvania Avenue, NW
Washington, D.C. 20460
202-564-7899 - Work

Ex. 6 - Personal Privacy - Cell

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 7/11/2017 10:41:30 AM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: FW: Revised VERA/VSIP Schedule!!!!!!!!!!
Attachments: SSC Schedule V-V 7-10-17 .docx

Importance: High

Well, there you have it. We will make changes to the emails and be ready for Thursday release.

From: Hunt, Loretta
Sent: Monday, July 10, 2017 5:58 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>
Subject: Revised VERA/VSIP Schedule!!!!!!!!!!
Importance: High

HR Community,

The agency has received approval for VERA and VSIP. However, we have to shift the dates as follows:

Notify unions of approval	✓ 7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification and notice to employees in targeted positions	7/13/17
VERA/VSIP Application Window Open	7/13/17-7/26/17

As you can see, the V/V window will now open 7/13/17 and the notices (general and targeted) should be sent the morning of 7/13/17.

The updated schedule is attached. If you have any questions, please contact me or:

- Debbi Hart at hart.debbi@epa.gov or (202) 564-2011
- Marvin Schulman at schulman.marvin@epa.gov or (202) 564-7778

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Stevens, Robert [Stevens.Robert@epa.gov]
Sent: 7/10/2017 10:26:12 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Fwd: Revised VERA/VSIP Schedule!!!!!!!!!!
Attachments: SSC Schedule V-V 7-10-17 .docx; ATT00001.htm

Robert Stevens
Director, OW/OAA/MOS

Sent from my iPhone

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: July 10, 2017 at 5:58:23 PM EDT
To: RHRO <RHRO@epa.gov>, OHR PMOs <OHR_PMOs@epa.gov>
Cc: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Coomber, Robert" <coomber.robert@epa.gov>
Subject: Revised VERA/VSIP Schedule!!!!!!!!!!

HR Community,

The agency has received approval for VERA and VSIP. However, we have to shift the dates as follows:

Notify unions of approval	✓ <!--[if !supportLists]--><!--[endif]-->7/10/17
Agreement with unions	7/12/17
AAs/RAs send general notification and notice to employees in targeted positions	7/13/17
VERA/VSIP Application Window Open	7/13/17-7/26/17

As you can see, the V/V window will now open 7/13/17 and the notices (general and targeted) should be sent the morning of 7/13/17.

The updated schedule is attached. If you have any questions, please contact me or:

- <!--[if !supportLists]--><!--[endif]-->Debbi Hart at hart.debbi@epa.gov or (202) 564-2011
- <!--[if !supportLists]--><!--[endif]-->Marvin Schulman at schulman.marvin@epa.gov or (202) 564-7778

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 5/12/2017 6:05:23 PM
To: Parker, Gary [parker.gary@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Fwd: URGENT --- Updated V/V template with themes, counts

Sent from my iPhone

Begin forwarded message:

From: "Terris, Carol" <Terris.Carol@epa.gov>
Date: May 12, 2017 at 1:58:47 PM EDT
To: "Showman, John" <Showman.John@epa.gov>
Subject: Re: URGENT --- Updated V/V template with themes, counts

Sorry in meetings/ was not checking email

So looks like the plan is to have folks identify the approp...

This looks fine for that

For multiples how about a column and a comment?

Sent from my iPhone

On May 12, 2017, at 10:51 AM, Showman, John <Showman.John@epa.gov> wrote:

Any thoughts --- will this address your budget/appropriation need? Donna is looking to issue something later today

From: Hart, Debbi
Sent: Friday, May 12, 2017 8:52 AM
To: Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Updated V/V template with themes, counts

Morning. Please see attached and let us know your thoughts. Do we need to provide guidance on how to deal with positions that cross multiple appropriation codes?

. Thanks.

<New V.V template.xlsx>

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/12/2017 3:13:26 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: Clarification questions on V/V

Ex. 5 - Deliberative Process

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hitchens, Lynnann
Sent: Friday, May 12, 2017 11:11 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: Clarification questions on V/V

I was just looking at this again. Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process You may have to give her a call.

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: Ex. 6 - Personal Privacy

From: Lemley, Lauren
Sent: Thursday, May 11, 2017 9:52 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: FW: Clarification questions on V/V

OK Ex. 5 - Deliberative Process

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Petrole, Maryann
Sent: Thursday, May 11, 2017 5:06 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: Clarification questions on V/V

Yes Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Lemley, Lauren
Sent: Thursday, May 11, 2017 4:12 PM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Subject: Clarification questions on V/V

Hi Maryann,

Just one quick clarification –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 7/10/2017 8:15:29 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: POC's for VERA/VSIP
Attachments: CUSTOMER POC'S.docx

FYI

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513-569-7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

From: Burt, Cynthia
Sent: Friday, June 30, 2017 12:19 PM
To: Lankford, Tracy <Lankford.Tracy@epa.gov>; Harris, Chanya <Harris.Chanya@epa.gov>
Cc: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Martinson, Alice <Martinson.Alice@epa.gov>
Subject: POC's for VERA/VSIP

Hi, you will find attached the list of point of contacts for each Region/AA-ship who would like to be notified whenever an application is submitted. If you have any questions, don't hesitate to contact me.

Cynthia Burt
Senior Human Resource Retirement/Benefits Specialist
919-541-0309 - Phone
919-541-2186 - Fax

US EPA/HRMD
109 T.W. Alexander Drive
MC: C639-02
RTP, NC 27711

UPS/FEDEX:
4930 Old Page Road
MC: C639-02
Durham, NC 27703

If you have Health Benefits, Life Insurance, TSP or new employee processing inquiries:

Please send an email to ESB-SSC-RTP@epa.gov or contact me directly.



CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Mairose, Sue [Mairose.Sue@epa.gov]
Sent: 7/10/2017 7:39:23 PM
To: Showman, John [Showman.John@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Milton, Laura [Milton.Laura@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Datcher, Dawn [Datcher.Dawn@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]; McDonald, James [McDonald.James@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Brincks, Mike [brincks.mike@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Buhl, Rick [Buhl.Rick@epa.gov]
CC: Bonner, Jerome [Bonner.Jerome@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]
Subject: RE: VERA/VSIP Contact information for communication

Good afternoon,

The following contact information for the Cincinnati HR Shared Service Center should be used for your VERA/VSIP communication to employees when the approval from OPM has been received the notification notices are sent out.

- Email: CIN_HRSSC_Benefits_Central@epa.gov
- Telephone: 513-569-7699

Please feel free to contact me or Cheryl Thomas with any questions.

Thank you,

Sue

Sue Mairose
Branch Chief, Employee Benefits
Environmental Protection Agency
Cincinnati HR Shared Service Center
26 W. Martin Luther King Dr.
Benefits Branch MS N-136
Cincinnati, OH 45268
513-569-7951
(Fax) 513-487-2567

Benefits Common Line (513) 569-7699

Benefits mailbox: CIN_HRSSC_Benefits_Central@epa.gov

Message

From: Lemley, Lauren [Lemley.Lauren@epa.gov]
Sent: 5/11/2017 7:17:06 PM
To: Showman, John [Showman.John@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: Copy of OARM Retirement VERA VSIP Eligibility.xlsx
Attachments: OARM Retirement VERA VSIP Eligibility by Series.xlsx

Here you go. Sorted by series and then by office.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Showman, John
Sent: Wednesday, May 10, 2017 4:24 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: Copy of OARM Retirement VERA VSIP Eligibility.xlsx

This is the report if we could sort by job series it might help us

Appointment

From: Gantt, Melissa [Gantt.Melissa@epa.gov]
Sent: 5/5/2017 2:03:41 PM
To: Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Lemley, Lauren [Lemley.Lauren@epa.gov]; Cooper, Marian [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]
Subject: Review OARM's V/V Materials
Location: DCROOMWJCN3330Q
Start: 5/10/2017 1:30:00 PM
End: 5/10/2017 2:00:00 PM
Show Time As: Tentative

Meeting requested by Ms. Hitchens. 4 May/1809/mag.

Message

From: Bonner, Jerome [Bonner.Jerome@epa.gov]
Sent: 6/23/2017 11:57:25 AM
To: Milton, Laura [Milton.Laura@epa.gov]; Smith, Susan [Smith.Susan@epa.gov]; Jablonski, Janice [jablonski.janice@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Hill, Troy [Hill.Troy@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]
CC: Badalamente, Mark [Badalamente.Mark@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Buhl, Rick [Buhl.Rick@epa.gov]; Sanders, Amy [Sanders.Amy@epa.gov]; Brincks, Mike [brincks.mike@epa.gov]; McDonald, James [McDonald.James@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Carter, Rick [Carter.Rick@epa.gov]; Scola, Jennifer [Scola.Jennifer@epa.gov]; Mairose, Sue [Mairose.Sue@epa.gov]; Thomas, Cheryl [Thomas.Cheryl@epa.gov]; Young, Debbie [young.debbie@epa.gov]; Mick, David [Mick.David@epa.gov]
Subject: VERA/VSIP Overview Training
Attachments: VV Webinar Flyer 2017.docx

Dear Colleagues,

Our SSCs in Cincinnati, Research Triangle Park and Las Vegas are providing a variety of training opportunities during this timeline of pending FY 2017 VERA/VSIP to provide information on the retirement process. First, we are providing the link below to a 508 compliant VERA/VSIP training now posted and available: <http://intranet.epa.gov/policy/buyouts/>

Each SSC will be conducting four weekly webinars on the VERA/VSIP retirement process beginning next week. The sessions will be facilitated by Employee Benefits staff and vary by SSC due to time zone and scheduling differences so that we can all accommodate our respective customers effectively.

Please see attached Flyer for Cincinnati V/V Training.

Teleconference Information:

- Conference Call: Ex. 6 - Personal Privacy
- Access Code: Ex. 6 - Personal Privacy

Adobe Connect Information:

URL is: <http://epawebconferencing.acms.com/cinbenefits/>

- **Please sign in as: Guest**

If the webinar will be viewed in a group setting, please have your HR liaison contact Benefits Branch Chief, Sue Mairose via email at mairose.sue@epa.gov after each session to advise of the number of employees who attended the webinar.

For questions or information regarding the webinars, please contact Sue Mairose at 513-569-7951 or via email.

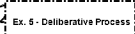
Thank you,

Jerome W. Bonner
Environmental Protection Agency
Office of Administration and Resources Management - Cincinnati
Director, Human Resources
Cincinnati Human Resources Shared Service Center
Tel: 513.569.7950
Mobile: Ex. 6 - Personal Privacy

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 5/5/2017 12:10:29 AM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Fwd: V/V proposals - ARA community feedback

I didn't see 

Sent from my iPhone

Begin forwarded message:

From: "Lindsay, Nancy" <Lindsay.Nancy@epa.gov>
Date: May 4, 2017 at 7:27:31 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Hitchens, Lynnann" <hitchens.lynnann@epa.gov>
Cc: ARA <ARA@epa.gov>, "Pirzadeh, Michelle" <Pirzadeh.Michelle@epa.gov>, "Opalski, Dan" <Opalski.Dan@epa.gov>, "Barber, Anthony" <Barber.Anthony@epa.gov>, "Westenberger, Andrea" <Westenberger.Andrea@epa.gov>
Subject: V/V proposals - ARA community feedback

Donna, John, and Lynnann,

Thank you for the opportunity to review the draft NPM VERA/VSIP (V/V) proposals. Discussions with the ARA community generated a few comments that I wanted to share with you:

1.

Ex. 5 - Deliberative Process

2.

We look forward to seeing the consolidated submission that will be shared with the AAs/RAs. Please let us know if you need any support in our Lead Region capacity.

Thanks,
Nancy

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 5/10/2017 8:23:48 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Copy of OARM Retirement VERA VSIP Eligibility.xlsx
Attachments: Copy of OARM Retirement VERA VSIP Eligibility.xlsx

This is the report if we could sort by job series it might help us

Message

From: Shaw, Nena [Shaw.Nena@epa.gov]
Sent: 6/22/2017 3:57:03 PM
To: Bell, Matthew [Bell.Matthew@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Sachs, Robert [Sachs.Robert@epa.gov]
Subject: RE: Max Entries So far

Ok.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Nena Shaw
Immediate Office
Office of Policy
(O) 202-564-5106

From: Bell, Matthew
Sent: Thursday, June 22, 2017 11:47 AM
To: Shaw, Nena <Shaw.Nena@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Sachs, Robert <Sachs.Robert@epa.gov>
Subject: RE: Max Entries So far

I have pretty much the same thing you have except my list dives down another level past the idea to be more specific about what they were talking about (description portion) for the reform proposal.
One thing I don't have is Shannon's Intergovernmental Streamlining (unless I just don't have it worded that way).

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sincerely,

Matthew Bell
Special Assistant
Office of Administration and Resources Management
U.S. Environmental Protection Agency
(202)564-3282

From: Shaw, Nena
Sent: Thursday, June 22, 2017 11:15 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Bell, Matthew <Matthew.Bell@epa.gov>
Cc: Sachs, Robert <Sachs.Robert@epa.gov>
Subject: Max Entries So far

I just want to make sure that you all have the same list that I have in terms of ideas for submissions to the MAX spreadsheet.....

Top Line Concepts...

- 1.
- 2.
- 3.
4. **Ex. 5 - Deliberative Process**

5.
6.

Ex. 5 - Deliberative Process

Nena Shaw
Immediate Office
Office of Policy
(O) 202-564-5106

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 5/10/2017 5:05:40 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Updating guidance for V/V for regions - anyone calling in?

I'm on the line – will any of you be calling in?

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning | EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)
westenberger.andrea@epa.gov

-----Original Appointment-----

From: Westenberger, Andrea
Sent: Tuesday, May 09, 2017 10:11 AM
To: Westenberger, Andrea; Hitchens, Lynnann; Hart, Debbi; Hunt, Loretta
Subject: Updating guidance for V/V for regions
When: Wednesday, May 10, 2017 10:00 AM-10:30 AM (UTC-08:00) Pacific Time (US & Canada).
Where: Ex. 6 - Personal Privacy access code Ex. 6 - Personal Privacy

→ [Join Skype Meeting](#)

Let's work together to compare notes/questions from Tuesday's call w/ OARM and regions on V/V so OARM can send updated guidance/info to the regions.

Lynnann – I see that you're not available so please share your notes/discuss with Debbi/Loretta beforehand if possible

Message

From: Polk, Denise [Polk.Denise@epa.gov]
Sent: 5/4/2017 11:31:50 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: Neal, Kerry [neal.kerry@epa.gov]
Subject: RE: OGD Information re: Workforce Reshaping

Greetings, Lauren,

I spoke to Lynnann this evening and I think she has what she needs from OGD at this time. Kerry and I need to discuss a few more details before we submit the final document. We will send something over by the end of next week. Please let me know if you have any questions or concerns.

Thanks!

Denise A. Polk, Director
Office of Grants and Debarment (OGD)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)
Email: Polk.Denise@epa.gov

From: Lemley, Lauren
Sent: Thursday, May 04, 2017 9:53 AM
To: Polk, Denise <Polk.Denise@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: RE: OGD Information re: Workforce Reshaping

Thanks Denise,

I did not receive the email. I have added it to the chart – is there an outcome you could give me for that one?

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Polk, Denise
Sent: Wednesday, May 03, 2017 6:26 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: RE: OGD Information re: Workforce Reshaping

Yes, **Ex. 5 - Deliberative Process** We sent a follow-up email asking to add the I hope you received it. Thanks and let me know if you need additional information.

I apologize for the late response. Thanks!

Denise A. Polk, Director

Office of Grants and Debarment (OGD)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

From: Lemley, Lauren
Sent: Wednesday, May 03, 2017 9:28 AM
To: Polk, Denise <Polk.Denise@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: RE: OGD Information re: Workforce Reshaping

Thanks Denise,

Ex. 5 - Deliberative Process

Thanks!

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Polk, Denise
Sent: Tuesday, May 02, 2017 5:23 PM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: RE: OGD Information re: Workforce Reshaping

Greetings, Lauren,

I apologize for the delay. Please see adjustments to OGD's workforce in the following table. Please let us know if you have any questions or concerns.

Series	Grade	#	Outcome
<h1>Ex. 5 - Deliberative Process</h1>			

Denise A. Polk, Director
Office of Grants and Debarment (OGD)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)
(202) 306-1056 (Cell)
Email: Polk.Denise@epa.gov

From: Polk, Denise
Sent: Tuesday, May 02, 2017 8:00 AM
To: Lemley, Lauren <Lemley.Lauren@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: Re: OGD Information re: Workforce Reshaping

Greetings, Lauren,

I will get back to you before close of business today, but a couple of items to note now is that we only have: Ex. 5 - Deliberative Process position. We have others that train, but they are listed under the Ex. 5 - Deliberative Process Also, I do not see any listed. So let me review my information and get back to you with more definitive information. Thanks so much for your patience.

Denise A. Polk, Director
Office of Grants and Debarment (OGD)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)
Ex. 6 - Personal Privacy (Cell)
Email: Polk.Denise@epa.gov

On May 1, 2017, at 1:53 PM, Lemley, Lauren <Lemley.Lauren@epa.gov> wrote:

Hi Denise/Kerry,
The chart below is a combination of my notes at the meeting last week and the information you submitted showing possible positions for VERA/VSIP. Can you take a look at the chart and make any edits and fill in any gaps with the necessary information. If you could get this back to me by tomorrow, that would be great. Thanks!

Series	Grade	#	Outcome
<div>Ex. 5 - Deliberative Process</div>			

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Polk, Denise

Sent: Friday, April 28, 2017 5:10 PM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Lemley, Lauren <Lemley.Lauren@epa.gov>

Cc: Neal, Kerry <neal.kerry@epa.gov>

Subject: OGD Information re: Workforce Reshaping

Greetings, Lynnann and Lauren,

Attached is OGD's information on workforce reshaping, as requested. Please review and let me and Kerry know if have any questions or concerns.

Thanks and have a great weekend,

Denise A. Polk, Director
Office of Grants and Debarment (OGD)
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 6/28/2017 8:26:45 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Moving forward with V/V

From: Vizian, Donna
Sent: Wednesday, June 28, 2017 4:23 PM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>
Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; ARA <ARA@epa.gov>
Subject: Moving forward with V/V

Hi Everyone,

As I mentioned yesterday, OMB requested a meeting on our V/V proposal. The meeting went well. I don't expect their questions to hold up moving forward with the plan, however we do need to provide some additional data. We need to refine our costing tables and we need to be consistent. OCFO has graciously agreed to help with this (thanks Carol). We will be reaching out to your staff to help us complete this quickly. Thanks in advance.

Best,
Donna

Message

From: Lindsay, Nancy [Lindsay.Nancy@epa.gov]
Sent: 5/4/2017 11:27:31 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
CC: ARA [ARA@epa.gov]; Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Opalski, Dan [Opalski.Dan@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Subject: V/V proposals - ARA community feedback

Donna, John, and Lynnann,

Thank you for the opportunity to review the draft NPM VERA/VSIP (V/V) proposals. Discussions with the ARA community generated a few comments that I wanted to share with you:

1.

Ex. 5 - Deliberative Process

2.

We look forward to seeing the consolidated submission that will be shared with the AAs/RAs. Please let us know if you need any support in our Lead Region capacity.

Thanks,
Nancy

Message

From: Jablonski, Janice [jablonski.janice@epa.gov]
Sent: 6/22/2017 1:11:16 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]
CC: Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: FW: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Hi: when you get back next week, can you check to make sure the template reflects
Thanks.

Ex. 5 - Deliberative Process

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 5 - Deliberative Process (cell)

From: Jablonski, Janice
Sent: Thursday, June 22, 2017 9:10 AM
To: Polk, Denise <Polk.Denise@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Sorry. That's an error on the list. The list is not binding (it was done just for our information purposes). I will have Lauren check the template to make sure there is no mistake there.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

From: Polk, Denise
Sent: Thursday, June 22, 2017 8:36 AM
To: Jablonski, Janice <jablonski.janice@epa.gov>
Cc: Neal, Kerry <neal.kerry@epa.gov>
Subject: RE: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

Greetings, Jan,

I was just reviewing the information and noticed Ex. 5 - Deliberative Process is identified under the Ex. 5 - Deliberative Process. Please advise. I want to make sure her series is accurately reflected so we do not have any problems later on. Thanks.

Denise A. Polk, Director
Office of Grants and Debarment (OGD)

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Mail Stop: 3901R
Washington, DC 20460

(202) 564-5306 (Phone)

Ex. 6 - Personal Privacy (Cell)

Email: Polk.Denise@epa.gov

From: Jablonski, Janice

Sent: Wednesday, June 21, 2017 9:49 AM

To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Noga, Vaughn <Noga.Vaughn@EPA.GOV>; Carter, Rick <Carter.Rick@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Patrick, Kimberly <Patrick.Kimberly@epa.gov>; Polk, Denise <Polk.Denise@epa.gov>

Cc: Hardy, Michael <Hardy.Michael@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>; Scola, Jennifer <Scola.Jennifer@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Collins, BJ <Collins.BJ@epa.gov>; Legare, Pamela <Legare.Pamela@epa.gov>; Neal, Kerry <neal.kerry@epa.gov>; Franklin, Bruce <Franklin.Bruce@epa.gov>; Lynch, Mary-Kay <Lynch.Mary-Kay@epa.gov>

Subject: Materials to Support Discussions with Staff on V/V - Confidential - Do Not Forward

All

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Please let me know if you have any questions or need assistance on this. My regular phone line is always transferred to my EPA iPhone (numbers below), so, you should be able to reach me at any time.

Jan Jablonski, Director
Administrative Operations and Stewardship Division
Office of Resources, Operations and Management
Office of Administration and Resources Management
3102A
Room 3353A WJCN
(202) 564-9922

Ex. 6 - Personal Privacy (cell)

Message

From: Petrole, Maryann [Petrole.Maryann@epa.gov]
Sent: 7/24/2017 5:40:36 PM
To: Lemley, Lauren [Lemley.Lauren@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: RE: V/V update

Thank you for following up!

M

From: Lemley, Lauren
Sent: Monday, July 24, 2017 1:09 PM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Petrole, Maryann <Petrole.Maryann@epa.gov>
Subject: RE: V/V update

I spoke to both Sherry and BJ earlier. No action is needed now, the SSCs have assumed that a lot of folks will have marked the choices incorrectly. They will work with the individuals to ensure that they are processed correctly. Thanks.

Lauren Lemley
Office of Resources, Operations and Management, OARM
202-564-1290

From: Hitchens, Lynnann
Sent: Monday, July 24, 2017 1:00 PM
To: Petrole, Maryann <Petrole.Maryann@epa.gov>
Cc: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: V/V update

OK –

Lauren – can you follow up with BJ to see if he can correct the data?

Ex. 6 - Personal Privacy

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184

M: **Ex. 6 - Personal Privacy**

From: Petrole, Maryann
Sent: Monday, July 24, 2017 11:30 AM
To: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Cc: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: RE: V/V update
Importance: High

Ex. 6 - Personal Privacy is NOT a resignation. She was already scheduled to retire Sep 2, with 40+ years. Please check the coding. Her retirement paperwork was already approved by the SSC.